

LISTING OF PROCEDURES

LISTING OF PROCEDURES

The information is provided for information only.

1.1 Overview

The procedures listed in this appendix are extracted from Chapter Five excluding the appendices. This appendix is guidance for assessing quality system compliance with Chapter Five requirements. Each laboratory's quality system may be unique based on its business processes, quality policy, objectives and customer requirements. Therefore, the laboratory's procedures are not expected to be named as presented in this listing. Also, the laboratory may find it necessary to have additional quality system procedures to effectively operate its laboratory business. The laboratory has the flexibility to design a system that meets their needs. Quality system procedures may be combined, split into work instructions, or even listed as process flow charts as long as it can demonstrate compliance with the NELAC standard.

Those using this appendix are expected to refer to the context of Chapter Five from which these citations are taken to assure that the context is understood and complies with the standard.

1.2 Listing

Policy/Procedure	NELAC Reference
1) Client confidentiality and proprietary rights	5.4.2i & 5.5.2r
2) Management Quality System Review	5.5.3.2
3) Contract review, design control & quality planning	5.5.2i
4) Document Control	Not Referenced
5) Analytical subcontracting	5.14
6) Purchasing, receiving and storage of technical supplies	5.15 & 5.10.5
7) Sample acceptance Policy	5.11.2 & 5.11.3
8) Sample handling, transport, and storage	5.10.1
9) Sample disposal	5.11.5
10) Sample identification and traceability	5.11.1a-c
11) Signature Authority	5.4.2h
12) Sample Preparation	5.10.1a & 5.10.2a
13) Data review	5.10.4b & 5.5.3.5a & 5.5.2s
14) Equipment operations	5.10.1

Policy/Procedure	NELAC Reference
15)Equipment maintenance	5.8b & 5.5.2m
16)Equipment Verification and calibration program	5.5.2m & 5.9.2b
17)Acceptable permitting departures from documented policies, procedures, and specifications	5.5.2p
18)Corrective action	5.5.2o & 5.5.3.5a
19)Complaint handling	5.5.2q & 5.16
20)Preventive action	Not Referenced
21)Reporting analytical results	5.5.2u
22)Electronic reporting	5.13f
23)Record retention	5.12 & 5.5.2d
24)Records transfer	5.12.2f
25)Internal audits	5.5.2s
26)Training - Personnel experience review	5.5.2t
27)Subsampling	5.10.3
28)Developing acceptance criteria when no method or regulatory requirement exists	5.5.4c
29)Data integrity	5.10.6c
30)Data security	5.10.6e
31)Glassware cleaning	D.1.8b
* Not Referenced: Procedures that are not listed in Chapter 5 but are fundamental quality system procedures.	